



TOWN OF DAVIE
Personnel Policy

Policy Title: Harassment	Effective Date:	August 6, 2008
	Revision Date(s):	N/A
	Latest Review:	August 6, 2008

Policy Statement:

It is the policy of the Town of Davie that employees and their work environment will be free from all forms of harassment.

No employee, supervisor, manager or person associated with the Town of Davie, shall engage in any form of harassment, discrimination or inappropriate verbal or physical conduct against another person which is based upon that person's race, color, religion, sex, national origin, age, disability, or marital status. Such behavior tends to create a hostile or offensive workplace and is, therefore, strictly prohibited.

An employee who believes that he or she is being subjected to such behavior, or believes their employment is being adversely affected by such conduct, shall report such incidents pursuant to this policy which outlines the procedures for reporting concerns of harassment.

All employees are responsible for ensuring that they adhere to this policy. All managers and supervisors have a duty to ensure that the objectives of this policy are met.

Complaint Procedure

A. REPORTING & NON-RETALIATION

1. All employees shall first report harassment concerns to his/her supervisor and or department director. If an employee does not receive relief and/or the problem is not eliminated, the employee shall report the situation to the Human Resources Director. In the case where the alleged harasser is the supervisor, or in the supervisory chain of reporting, employees are to report the behavior directly to the Human Resources Director
 - a. Department directors must notify the Human Resources Director/Department of any/all complaints of harassment reported by employees immediately upon notification.
 - b. Complaints or allegations of harassment shall be examined impartially and investigated promptly and effectively.
 - c. As in all grievances, it is the employee's responsibility to factually support the allegations. Based on the serious nature of harassment allegations, complaints which turn out to be unsubstantiated or made in bad faith may result in disciplinary action.
 - d. The Town of Davie will not retaliate against an employee for filing a complaint in good faith and will not tolerate or permit retaliation by management, employees or co-workers.

B. PENALTIES

1. If The Town of Davie determines that a policy violation has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination.
2. Employees should also be aware that the Federal Equal Employment Opportunity Commission and appropriate state agencies also have procedures available for the investigation of complaints of prohibited harassment.

C. SEXUAL HARASSMENT

1. Employees are to be aware that the Town of Davie maintains a separate policy prohibiting sexual harassment.